

Approved For Release : CIA-RDP70-00211R000100290012-5 REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE FROM O&M SERVICE		PROJECT NUMBER 00290012-5								
ORGANIZATIONAL COMPONENT REQUESTING SERVICES		TYPE OF PROJECT <input type="checkbox"/> Survey <input type="checkbox"/> System <input type="checkbox"/> Specific Problem								
ELEMENTS OF PROJECT <input type="checkbox"/> (1) Organization <input type="checkbox"/> (3) Procedures <input type="checkbox"/> (5) Work Measurement <input type="checkbox"/> (7) System & Equipment <input type="checkbox"/> (2) Staffing <input type="checkbox"/> (4) Reporting <input type="checkbox"/> (6) Records & Files <input type="checkbox"/> (8) Staff Study		DATE OF REQUEST								
TITLE OF PROJECT Survey of Cable Logging, Reference and Copy Retention Requirements										
BRIEF DESCRIPTION OF PROJECT <p>Conduct an Agency-wide survey of cable logging, reference and copy retention requirements in order to recommend actions regarding:</p> <ul style="list-style-type: none"> a. Simplifying and standardizing logging procedures; and b. Establishing the reference requirements and determining how, what and where copies of cables should be retained. CONCURRENCE: <div style="border-top: 1px solid black; width: 200px; margin-left: 0;"> Deputy Director (Support) </div>										
FOR USE OF REQUESTING OFFICE TIMING CONSIDERATION (Starting date desired & condition of urgency, if any)	FOR USE OF O&M SERVICE NAME OF ANALYST DEVELOPING PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">ESTIMATED MAN DAYS REQUIRED</td> </tr> <tr> <td style="width: 33%;">Analyst</td> <td style="width: 33%;">Clerical</td> <td style="width: 33%;">Total</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">STARTING DATE APPROVED</td> <td style="width: 30%;">TARGET DATE</td> </tr> </table>		ESTIMATED MAN DAYS REQUIRED			Analyst	Clerical	Total	STARTING DATE APPROVED	TARGET DATE
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STARTING DATE APPROVED	TARGET DATE									
NAME, TITLE & SIGNATURE OF REQUESTOR	ASSISTANT MANAGEMENT OFFICER MANAGEMENT BOARD APPROVAL									
OTHER APPROVAL, IF REQUIRED	DATE OF MANAGEMENT BOARD ACTION									
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